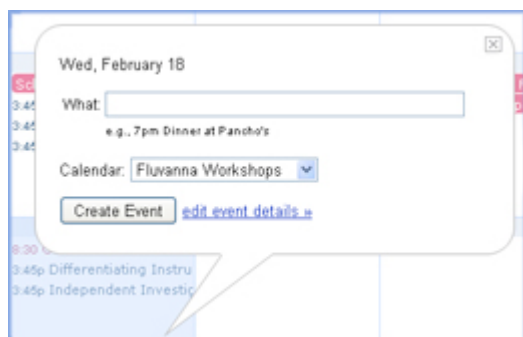




Quick Start – Google Calendar

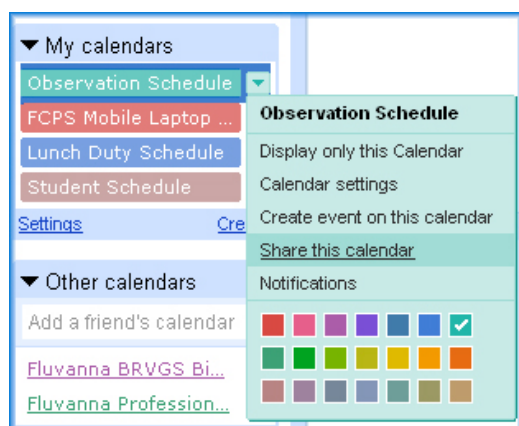
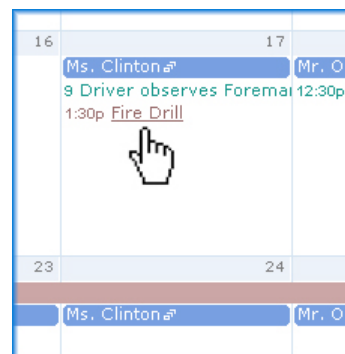
Login: <http://calendar.google.com>



Create a new event by clicking anywhere on a date in the calendar window. In the window/bubble that pops up, type an event name, and press enter. Google Calendar automatically saves all events and backs up your calendar.

Edit event details by clicking on an existing event. This opens up a screen allowing you to change start/end times, set the event as a recurring event, establish reminders, and invite others to this event.

Move an event to another date by simply dragging the event name to the desired date on the calendar grid.



Manage a shared calendar by clicking the down-arrow next to the calendar you'd like to share. A screen opens that allows you to invite collaborators, determine the level of sharing, or publish to the web.